

AHRS PERIODICAL

Office of Agency Human Resource Services

Statewide Pay Action Summary Report January – March 2007

Pay Action	# Actions	# Pay Adjustments	Avg. % Adjustment
Promotions	522	518	14.74
Demotion – Voluntary	75	41	-10.71
Demotion – Disciplinary	3	3	-9.70
Demotion - Performance	4	4	-5.00
Role Change – Upward	214	145	8.68
Role Change – Lateral	104	28	7.02
Role Change – Downward	20	4	-4.52
Voluntary Transfer – Competitive	722	497	9.92
Vol. Transfer - Non-Competitive	211	43	-2.18
Temporary Pay – All Reasons	289	289	3.29
End Temporary Pay	216	216	-8.60
Competitive Salary Offer	42	42	12.86
Reassignment within Band	120	-	-
Apply/Adjust Special Rate	71	71	.92
Disciplinary Pay Action	2	2	-5.00
IBA – Change in Duties Increase	310	310	7.24
IBA – New KSAs/Competencies	365	365	7.65
IBA – Retention	374	374	6.78
IBA – Internal Alignment Increase	1216	1216	6.93
Bonus – Change in Duties	101	101	3.07
Bonus – Internal Alignment	456	456	1.65
Bonus – New KSAs/Comp.	14	14	3.36
Bonus – Retention	4	4	3.47
Bonus – Recognition, Monetary	1489	1489	.61
Bonus – Recognition Non-Monetary	91	91	.09
Bonus – Sign-On	41	41	3.10
Bonus – Recognition Leave	835	-	-
Bonus – Referral	8	8	.93
Suggestion Award	1	1	.02
Exceptional Retention Bonus Payout	18	18	4.87
Exceptional Retention Leave Award	5	-	-
Sign-On Leave	11	-	-
Overall Approximate Totals	7,954	6,391	2.20

There were 6,078 upward pay adjustments at an average of 5.10 %

There were 313 downward pay adjustments at an average of -6.53%

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

POLICY UPDATE

State Policy Committee Activities

The State Policy Committee met for the first time in late January. Short and long-term goals for the committee were established, and members identified common issues and priorities to consider when revising state human resource policies.

The Committee, which is comprised of nearly fifty representatives from thirty agencies, colleges, and universities, offers members opportunities to join either policy development or testing and publication teams. This partnership approach to policy development is intended to improve policy administration by involving agencies up front. It will also allow DHRM to pursue multiple policy projects simultaneously. Five projects currently are underway:

1. The Public Health Emergency Leave Policy was reviewed by the full Committee and has been submitted to the OAG for review and approval.
2. The Standards of Conduct development team has drafted a revised "Standards of Workplace Conduct" policy, which will be submitted to the Committee's publication team in May.
3. The VSDP development team has drafted a VSDP User's Guide. Its purpose is to provide a quick reference source for answers to the most frequently asked questions and guidance for resolving benefits issues. Publication is expected in May.
4. Several Committee members are assisting DHRM with the policy revisions necessitated by Veterans Preference requirements, and with the implementation approach.
5. The policy web site is being converted from PDF to HTML format for faster and easier navigation.

Agencies may recall that Policies 4.05, Civil and Administrative Leave, 4.25, Holidays, 2.20, Types of Employment, and 3.15, Overtime Leave, all were revised by DHRM in July 2006. These drafts were recently approved by the OAG and are being prepared for final approval by the Secretary of Administration.

Please direct any questions, comments, or suggestions related to state policy activities to Rue White at rue.white@dhrm.virginia.gov

School Assistance & Volunteer Services Leave *Volunteering at Events Celebrating America's 400th Anniversary*

Festivities surrounding the 400th anniversary commemoration of the founding of Jamestown are coming up, and employees may wish to take part in volunteer service opportunities at these events. Agencies may apply DHRM Policy 4.40, School Assistance and Volunteer Services Leave, to employees who volunteer their service

during their normal work hours. Volunteer service at commemoration events does not constitute work time. As always, employees must receive supervisory approval before using volunteer leave, and agencies should consider any impact on agency operations when approving volunteer leave.

For information about this and other volunteer opportunities, please visit <http://www.virginiacorps.org/Links/index.htm> or <http://historictriangle.net/>.

Executive Order 44

[Executive Order 44 \(2007\)](#) obligates state government to stand at the forefront of a response to any disaster or emergency by taking appropriate steps to protect the lives of the Commonwealth's citizens and to provide for their well being. It further affirms each agency's responsibility to actively plan, train, and act in the interest of the protection of the citizens of the Commonwealth and its infrastructure. Accordingly, the Governor has identified a number of new requirements for agencies, including some that impact human resources.

The Executive Order requires that:

- all state employees complete the prescribed Terrorism and Security Awareness Orientation course currently available in DHRM's Learning Management System (LMS);
- all executive branch agencies ensure that this and other individual training required under other authorities, such as appropriate National Incident Management System (NIMS) training, be accomplished; and
- that each agency maintain a continuing program to encourage individual preparedness and promote a culture of preparedness for its employees.

The LMS programs are easy to access and require very little time to complete. This is a good time for human resource staff to identify strategies and timelines for communicating any new training requirements to employees, revising employee development plans, and strengthening preparedness awareness or training programs already in place.

DHRM is committed to supporting the state's emergency management initiatives by advancing workforce planning and training strategies that promote a culture of preparedness within state agencies. Please contact your assigned AHRS consultant if you have any questions or would like guidance regarding the implementation of these requirements.

Return of State Property/Overpayments

DHRM has received inquiries regarding procedures agencies may lawfully use to recover overpayments or state property that is in the possession of employees who have separated from state service. The Office of the Attorney General advises that two references in the Code of Virginia provide guidance on these matters.

- Section 2.2-804 deals specifically with claims against state employees, requiring that they agree to pay and acknowledge liability for overpayments - if not, the OAG must sue for the agency
- Section 58.1-535 provides an administrative due process for an agency to pursue civil claims against a debtor.

Agencies that need to pursue this course of action should first consult with their assigned Assistant Attorney General for guidance and assistance.

EMPLOYMENT & CAREERS

RMS Survey Results

DHRM would like to thank agencies for completing the recent Recruit Management System (RMS) Survey. The information and suggestions offered by survey participants will assist in the development of recommendations for system changes and enhancements.

The following information about the agencies that participated in the survey was revealed:

- 53% accept online applications only.
- 38% accept online *and* paper applications. Of these, 62% have not yet set a date for conversion to an online only process.
- 62% of the hiring managers do not have access to the RMS.
- 76% were represented in the initial RMS training session. The vast majority found it easy to understand, adequate for their needs, and indicated an interest in additional training.
- 69% consider the online system to be user friendly and easy to understand.
- 85% receive adequate RMS assistance from DHRM.
- 82% believe the online system has been beneficial to their agencies.

DHRM is actively working with PeopleAdmin to address statewide concerns and suggestions related to the RMS. In the interim, DHRM's responses to questions, comments and suggestions will be communicated through the monthly RMS Updates as soon as decisions are made. Individuals submitting questions, comments, and suggestions will also be notified directly when a decision is made.

RMS Post-Training Survey

On March 29, 2007 a RMS Post-Training Survey was sent to human resources staff that attended the RMS training in February. Please submit any questions relating to the RMS Survey to rmsinquiry@dhrm.virginia.gov.

Commonwealth of Virginia Internship Opportunities

DHRM is pleased to announce that a list of Commonwealth of Virginia Internship Programs is now available on the [Virginia Jobs](http://VirginiaJobs.com) web site. These programs offer students the opportunity to combine their academic studies with on-the-job training and experience while completing their education. Interested students are advised to contact sponsor agencies directly for more information.

Agencies that are interested in participating should contact Pat Waller at patricia.waller@dhrm.virginia.gov or (804) 786-2427.

WORKFORCE DATA MANAGEMENT

Use of Social Security Numbers

CIPPS payroll and leave records now require the use of employee ID numbers rather than social security numbers. The main purpose of this change was to protect employees' identities. Because PMIS records continue to display social security numbers, agencies should take every precaution to protect employees' identities with respect to these records. For example:

- PMIS users should not leave PMIS employee displays viewable on their personal computers.
- Agencies should keep any printed material with employees' names and social security numbers in locked files, and such documents should be shredded when they are no longer needed.
- Agencies should not send PMIS screen prints by email or fax unless social security numbers are first removed.
- Other emails concerning employees should reference employees' names and ID numbers, rather than names and social security numbers.

Recording Employees' Pay Schedules

Because PMIS is now being used to update payroll information in CIPPS, it is more important than ever for information to be entered accurately and promptly in PMIS. One field of particular concern is the Pay Schedule field.

Most employees are paid on a semi-monthly basis and should have their Pay Schedules designated as "24." There have been a few cases where agencies have

incorrectly designated their pay schedules as “12”. In these cases, payments to the affected employees were doubled, resulting in thousands of dollars in overpayments. Pay Schedules should be reviewed carefully when employees are hired or when their status changes.

Employees Transferring from Non-PMIS Agencies

Agencies should use the PSE002 Rehire transaction when an employee transfers from a non-PMIS to a PMIS agency. Following the initial entry, human resources staff should use the PSE314 transaction to correct the employee’s Next Leave Anniversary Date and Last Anniversary Number to reflect the employee’s state service in the non-PMIS agency.

Requests to correct employees’ State Begin Dates should then be sent to the DHRM Help Desk at <http://web1.dhrm.virginia.gov/itech/>. DHRM will finalize the transactions so that they are not included as rehires on the Workforce Planning reports or E-trans files.

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.virginia.gov or policy@dhrm.virginia.gov

Department of Human Resource Management
Office of Agency Human Resource Services
101 N. 14th Street
Richmond, Virginia 23219
Phone: 804-225-2131 Fax: 804-371-7401